



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PJ-1**

August 26, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**WILLIAM STEINMETZ COUNTY PARK  
SENIOR CENTER RENOVATION AND EXPANSION PROJECT  
ADOPT AND ADVERTISE  
SPECS. 6627; C.P. 77098  
SUPERVISORIAL DISTRICT 4  
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND  
THE INTERIM DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act in accordance with Article 19, Sections 15301(a) and (e)(2); and under Classes 1(d), (g)(3), and (s) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Adopt plans and specifications for the construction of the William Steinmetz County Park Senior Center Renovation and Expansion Project at an estimated construction cost of \$583,000, funded by the General Fund and Community

Development Block Grant funds, and instruct the Executive Officer to advertise for bids to be received and opened on October 12, 2004, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

3. Authorize the Director of Public Works to execute a consultant services agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule for a not to exceed fee of \$3,000 funded by the existing project funds.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will allow Public Works to solicit construction bids for the William Steinmetz County Park Senior Center Renovation and Expansion Project.

The project consists of a 2,890 square-foot expansion of the existing 4,900 square-foot Senior Center, including an assembly room and restrooms, to provide additional senior recreational programs. In addition, the existing computer room in the Senior Center will be expanded through renovation of the craft room, and the main entry doors to the Senior Center will be replaced with automated doors.

The project also includes two additive alternates that may be awarded if favorable bids are received. The additive alternates are estimated at a combined value of \$63,474 and include:

- Constructing a five-foot wide concrete walkway around the ballfields
- Installing full height ceramic wall tile in the new restrooms

The lowest bidder will be determined by adding the lump sum base bid and all additive alternates for a total lump sum bid. However, the final selection of additive alternates to be awarded will be at the discretion of the County.

The proposed agreement requires the apparent lowest responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification which is critical to successfully managing construction activities by both the contractor and the County. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, the Director may return to your Board to recommend that the bidder be determined nonresponsible and recommend awarding the construction contract to the next lowest bidder, contingent on the bidder completing a baseline schedule that conforms to the County's specifications.

### **Implementation of Strategic Plan Goals**

These actions are consistent with the County's Strategic Plan Goals of Fiscal Responsibility and Children and Families' Well-Being as the project is an investment in public infrastructure and will provide enhanced recreational opportunities that will assure good health and social well-being.

### **FISCAL IMPACT/FINANCING**

The base construction budget was originally \$583,000. The total project cost, including plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, was originally estimated at \$960,000.

The project is currently funded from \$100,000 in Fourth District Capital Project Net County Cost and \$860,000 in Community Development Block Grants funds.

In light of the recent market increase in construction material costs, an independent cost estimate was obtained. The independent estimate placed the project's current construction cost at \$985,000, which would increase the overall project budget to \$1,466,674.

Due to the volatility of the current construction market, we are recommending that your Board defer any adjustments to the project budget until the bid process has been completed. At that time, we will return to your Board with final recommendations regarding project scope, funding, and award of the construction contract.

The Project Schedule and Budget Summary are included in Enclosure A.

### **Operating Budget Impact**

Operating cost estimates are being developed by the Chief Administrative Office and Parks and Recreation. We will return to your Board with an estimate of the appropriate operating requirements and available funding at the time of award of the construction contract.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard construction contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

## **ENVIRONMENTAL DOCUMENTATION**

The project is partially funded with Community Development Block Grant funds through the Community Development Commission and must comply with the National Environment Policy Act of 1969. The CDC prepared an Environmental Assessment for the Senior Center facility, and on May 28, 1996, issued a Finding of No Significant Impact in compliance with NEPA. On August 23, 2001, the CDC completed an amended Environmental Assessment for the Senior Center addition which did not

reveal any additional impacts beyond those identified in the original Environmental Assessment, thereby requiring no additional findings.

The project is categorically exempt under the CEQA in accordance with Article 19, Sections 15301(a) and (e)(2); and under Classes 1(d), (g)(3), and (s) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because the project will involve repair and minor additions and alterations to existing park facilities, involving negligible or no expansion of use beyond that previously existing at the park. A Notice of Exemption will be filed with the County Clerk by Public Works.

### **CONTRACTING PROCESS**

In September 2000, the County settled a lawsuit with Hellmuth, Obata + Kassabaum, Inc., related to the design of Twin Towers. As part of the settlement agreement, HOK agreed to provide professional services in the amount of \$500,000 at no cost to the County for project(s) the County designated. In a memo to each Supervisor dated April 23, 2002, Public Works and the CAO recommended that the services from the settlement be divided equally among each Supervisorial District and that each office select the project in their District for which to use the services. The Fourth District has designated the William Steinmetz County Park Senior Center Renovation and Expansion Project.

On July 16, 2003, Public Works executed a contract with HOK for a not to exceed value of \$127,310, including \$100,000 of no cost services from the Twin Towers settlement agreement.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids scheduled for October 12, 2004, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

The Honorable Board of Supervisors  
August 26, 2004  
Page 6

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The park, including the senior center, will remain open during the six-month construction duration, scheduled to begin in January 2005. However, access to the senior center and ballfields will be limited during construction. The computer classes will be temporarily discontinued, and the craft classes will be scaled back or relocated to other facilities within the park during construction.

The project specifications require the contractor to coordinate its construction schedule with the daily functions and activities of the park facility to minimize disruption of services and to maintain access to the park areas during construction.

### **CONCLUSION**

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Parks and Recreation, and Public Works.

Respectfully submitted,

DONALD L. WOLFE  
Interim Director of Public Works

DAVID E. JANSSEN  
Chief Administrative Officer

RUSS GUINEY  
Interim Director of Parks and Recreation

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Enc. 2

cc: County Counsel  
Department of Public Social Services (GAIN/GROW Program)  
Office of Affirmative Action Compliance

August 26, 2004

**ENCLOSURE A**

**WILLIAM STEINMETZ COUNTY PARK  
SENIOR CENTER RENOVATION AND EXPANSION PROJECT  
ADOPT AND ADVERTISE  
SPECS. 6627; C.P. 77098**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Construction Documents	05/15/04*
Jurisdictional Approvals	07/08/04*
Construction Award	12/14/04
Construction Start	01/05/05
Substantial Completion	09/01/05
Final Acceptance	11/14/05

\* Actual Completion Date

## II. PROJECT BUDGET SUMMARY

<b>Budget Category</b>	<b>Original Project Budget</b>	<b>Independent Cost Estimate</b>
Plans and Specifications	\$ 34,262	\$ 34,262
Plan Check	\$ 9,270	\$ 9,270
Construction		
Construction	\$ 583,000	\$ 985,000
Change Order Contingency	58,300	98,500
Total Construction	\$ 641,300	\$ 1,083,500
Equipment	\$ 0	\$ 10,000
Consultant Services	\$ 25,934	\$ 31,869
Miscellaneous Equipment	\$ 6,073	\$ 6,073
County Services	\$ 243,161	\$ 291,700
<b>TOTAL</b>	<b>\$ 960,000</b>	<b>\$ 1,466,674</b>

August 26, 2004

**ENCLOSURE B**

**WILLIAM STEINMETZ COUNTY PARK  
SENIOR CENTER RENOVATION AND EXPANSION PROJECT  
ADOPT AND ADVERTISE  
SPECS. 6627; C.P. 77098**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC.</u> <u>FEE</u></b>	<b><u>DATE OF BID</u> <u>OPENING</u></b>
4	6627	William Steinmetz County Park Senior Center Renovation and Expansion Project 1545 South Stimson Avenue Hacienda Heights, CA 91745	No Fee	10/12/04

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, First Floor, 900 South Fremont Avenue, Alhambra, California 91803. For bid information, please call Ms. Montessa Duckett of Architectural Engineering Division at (626) 458-2585. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m., on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m., on this date in Conference Room D, First Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

Public Works will hold a mandatory pre-bid conference at 10:00 a.m., on Tuesday, September 28, 2004, at the project site located at 1545 South Stimson Avenue, Hacienda Heights, California 91745, to provide information on the project, bidding process, and address any questions that potential bidders may have. For further directions, please contact Ms. Montessa Duckett with the Department of Public Works at (626) 458-2585.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en Español, por favor llame al Telefono (626) 458-2585.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated September 7, 2004.

Specs. 6627

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES